

# International Student Enrolment Application

## Information for Agents and Students

April 2026

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### Introduction

Our school uses the eSchool online application form for international student enrolments. This system enhances the enrolment experience for agents and students while streamlining the processing of applications.

To assist you with the application process, please review the following key points:

- Applications must be **completed in English**.
- Applications can be initiated by either an **agent** or a **student**.
- Applications can be saved as a draft – this will generate an email with a **unique ID link** and **passcode**. Click this link to continue working on the application.
- An agent can use the unique ID link and passcode to review the final application prior to submit.
- When all sections are complete, click **Submit Application**

[START APPLICATION →](#)

### Step 1: Information Required

Before beginning your application, please ensure you have scanned copies of the following documents ready to upload:



- Current student passport (if available)
- Parent or legal guardian passports
- Student birth certificate
- Portrait photo of student (passport-style or similar)
- Two most recent school reports (translated into English)
- Handwritten introduction letter from the student
- Vaccination certificates, if available (English translation)
- Insurance certificate, if available (English translation)
- Any other relevant files (e.g. letter of reference, photo collage, personal letter of introduction to the school)

## Step 2: Start the Application

There are several ways to access our school's online student enrolment application:

- Click on the application link provided: [www.schoolname.enrolment.school](http://www.schoolname.enrolment.school)
- Visit the international page on our school's website and click **Apply Now**
- Go to [www.schoolsnz.com](http://www.schoolsnz.com) and click **Apply Now**

This will take you to the Introduction page. To begin the application, click **Start Application**.



### Langdale View Academy International Student Enrolment Application

**Important:** You must include all relevant information about the student in this application. This will ensure that the student is correctly supported upon arrival and matched with a suitable homestay, teachers and subject courses. Where information relates to health issues or learning needs, honest disclosure of information will NOT automatically disqualify the student from enrolment. However, failure to disclose or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.

Before you begin this application, please have scanned copies of the following documents ready to upload:

- Current student passport
- Parent / legal guardian passports
- Student birth certificate
- Portrait photo
- Most recent two school reports (English translation)
- Hand-written introduction letter from student
- Vaccination certificate, if available (English translation)
- Insurance certificate, if available (English translation)
- Any other relevant files eg letter of reference, photo collage

**Short-Term Study Groups:** In this application, there is an option in the next section to select 'Applying as part of a short-term study group'. Less information is required when this is selected and not all the documents noted above are required to be uploaded.

**THIS APPLICATION MUST BE COMPLETED IN ENGLISH**

[Start Application](#)




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Connecting Agents to Schools

## Step 3: Human Check


Click and hold your mouse on the orange dot until it disappears to confirm you are human. This prevents spam applications for our school.

Before we get started, we need to check that you're not a robot. Please click and hold the orange dot below until it disappears.



## Step 4: Complete the Application

Complete each section of the application. **See Appendix below for a description of the information required in each section of the application.**

Fields marked with an arrow  are compulsory and must be completed.

**Short-Term Education Study Group:** There is an option to select 'Applying as part of a short-term study group'. There are less questions and less information is required when this is selected and not all documents are required to be uploaded.

**Save as Draft:** Click **Save As Draft** to receive an email with a **unique ID URL link and a passcode**, which can be used at any stage to continue the application.



Save As Draft

Next Page »

### Sample Draft Email:

Draft Application to Langdale View Academy for Jane Thomas >> Inbox x

Langdale View Academy International Enrolment Team do-not-reply@enrol.school.nz via bnc3.mailjet.com 2:34 PM | to me v



Dear Applicant,

Your International Student Application to Langdale View Academy has been saved as a draft for you to complete at your convenience. Click the button below to return to the draft.


[Draft Application](#)

To access the draft, you will need to enter this PIN:

**1831**

Kind regards,

The Langdale View Academy International Enrolments Team



## Step 5: 12. File Uploads

Upload the required file attachments. Select **Browse**, find the file, then click **Upload**.

Fields showing this symbol are required

1 2 3 4 5 6 7 8 9 10

### 12. File Uploads

#### 12.1 Student Passport

Click the 'Browse' button to select a file

Browse

#### 12.2 First Parent / Legal Guardian Passport

Click the 'Browse' button to select a file

Browse

#### 12.3 Second Parent / Legal Guardian Passport

Click the 'Browse' button to select a file

Browse

#### 12.4 Student Birth Certificate

Click the 'Browse' button to select a file

Browse

#### 12.5 Portrait Photo

Click the 'Browse' button to select a file

Browse

#### 12.6 Most Recent School Report (English translation)

Click the 'Browse' button to select a file

Browse

#### 12.7 Second Most Recent School Report (English translation)

Click the 'Browse' button to select a file

Browse

#### 12.8 Hand-written introduction letter from student

Click the 'Browse' button to select a file

Browse

#### 12.9 Insurance Certificate (English translation)

Click the 'Browse' button to select a file

Browse

#### 12.10 Any Other Relevant File (letter of reference, photo collage etc)

Click the 'Browse' button to select a file

Browse

#### 12.11 Record the correct pronunciation of your name

Click record and say your name. You will need to give permissions to use your microphone.

Record Name

« Previous Page

Save As Draft

Next Page »

## Step 6: 13. Contracts – Read and Sign

- Read the Declaration and Contract Documents carefully (click on **View The Contract** to open each individual contract or agreement.)
- Select **Yes** to confirm the Contracts have been read and understood.
- Complete the three signatory fields, click **Sign Contracts**. Note: Please wait while all signed contracts are being generated. An email will then be sent with an application summary and a link to the signed contracts.

**Note:** Education Agents are not ordinarily authorised to sign these documents.

## Step 7: Submit Your Application

Click **Submit Your Application** - your application has been submitted.

Confirmation emails will be sent to the agent, school and applicant with a full summary of the application and documents.

## Support

The International Student Enrolment Application is part of the eSchool software platform which is created by Nui Software.

If you require support during the application process, please click **Contact Us** at the bottom of the application to send the eSchool helpdesk team an email.

Alternatively, you can contact our school directly.



## Appendix – Summary of Online Application by Section

This provides a detailed breakdown of each section of the online application, including the required information and documents.

The online application form **must be completed in English**. However, we recommend providing the applicant's family with a translated version of the following summary in their first language to support understanding of the questions.

<p><b>Introduction Page</b></p>	<p>List of file uploads required by the school I'm not a robot – security check Start Application</p>
<p><b>Page 1:</b></p> <p><b>1. Short-Term Study Group</b></p> <p><b>2. Agent Details</b></p> <p><b>3. Student Details</b></p>	<p>Name of short-term study group</p> <p>Agency name Agent name Agent email Agent phone number Country of Residence Communications will be sent to both agent and student. Yes/No</p> <p>First name (must be as it appears on passport) Middle names (must be as it appears on passport) Family name (must be as it appears on passport) Preferred first name / English name Date of Birth Country of citizenship National ID Number (Chinese Citizen only) Gender Ethnicity First language Address (in home country) Phone number (in home country) Email address How long have you studied English? (years / months) What is your level of English? What sports do you participate in? What cultural activities do you participate in?</p>
<p><b>Page 2:</b></p> <p><b>4. Travel Details</b></p>	<p>Intended arrival date (if available) Intended departure date (if available) Will the student require airport transfers? (one-way or return) Passport number (if available)</p>

<p>5. Learning Information</p>	<p>Passport expiry  Student Visa number (if available)  Student Visa issued date  Student Visa expiry date</p> <p>Is the student currently attending school?  What is the name of the school you are currently attending?  Current grade or year?  Have you applied to this school before?  If so, what date?  Have you studied in New Zealand before?  If so, what school did you study at?  Has a family member ever enrolled at this school before?  If so, full name of the person who has enrolled before  The year they attended this school  What are your learning goals for studying in a New Zealand school?  How many years of schooling (not including pre-school) have you had?  Has the student not attended school for a month or longer?  If so, please provide details</p>
<p><b>Page 3:</b>  6. Parent/s or Legal Guardian Details</p>	<p>Details required:  First name  Family name  Relationship (eg mother, father, aunt, guardian)  Occupation  Date of Birth  Current address  Work number  Mobile number  Email address  Passport number  Passport expiry  First language  Country of citizenship  Do you speak English?  Can you read English?</p>
<p><b>Page 4:</b>  7. Accommodation Requirements</p>	<p>Which type of accommodation do you require? (select an accommodation option)</p> <ul style="list-style-type: none"> <li>● <b>Homestay (arranged by school):</b> Write a letter to your homestay family to introduce yourself and provide important homestay requirements, e.g. allergies, dietary requirements</li> <li>● <b>Designated Caregiver (DCG):</b> if you are staying with a relative or close family friend – all details of the DCG are required</li> <li>● <b>Live with Parent/s</b></li> <li>● <b>School Hostel</b></li> </ul>

<p><b>Page 5:</b> 8. Medical &amp; Insurance  Information</p>	<p>Do you wish to purchase insurance through the school? (yes/no) If yes, provide Insurance company name, policy number and expiry date Permission is given for the school to administer Paracetamol (yes/no) Permission is given for the school to administer Ibuprofen (yes/no) Permission is given for the school to administer Antihistamine (yes/no) Medical Conditions (select yes/no to a list of medical conditions) Additional medical information (i.e. pre-existing medical conditions or an illness that may affect the enrolment) Current Medications (list any medications being taken) Allergies (list) Has the student been vaccinated for any diseases? Does the student smoke or vape? List dietary requirements if applicable Detail any further information regarding the student's health Doctor name (in home country) Doctor phone</p>
<p><b>Page 6:</b> 9. Emergency Contact</p>	<p>In your home country, other than your parents First name Last name Relationship to the student Phone number Mobile number Address Email address</p>
<p><b>Page 7:</b> 10. Course Details</p>	<p>Is the student applying for a multi-year pathway visa? (Yes/No) Study Programme (select from list) When will you start? (Select Apply by Terms or Apply By Dates and enter dates, terms, year) Select year level and choose subjects in order of preference Learning and/or behavioural difficulties – provide details of these Activity Programme if applicable</p>
<p><b>Page 8:</b> 11. General Details</p>	<p>Provide details of any convictions or court matters if applicable Provide visa application details if you intend to apply for a visa that would make you eligible as a domestic student Add anything further that the school needs to be aware of in enrolling the student as an international student</p>
<p><b>Page 9:</b> 12. File Uploads</p>	<p>Upload your supporting documents <b>must be</b> a PDF or PNG/JPG format</p> <ul style="list-style-type: none"> <li>● Passport</li> <li>● First parent/legal guardian passport</li> <li>● Second parent/legal guardian passport</li> <li>● Student birth certificate</li> <li>● Your photo (portrait photo, passport photo or similar)</li> <li>● Most recent school report (translated in English)</li> <li>● Second most recent school report (translated in English)</li> <li>● Handwritten introduction letter from student</li> </ul>

	<ul style="list-style-type: none"> <li>● Vaccination Certificate (translated in English)</li> <li>● Insurance certificate (translated in English)</li> <li>● Other relevant files</li> <li>● Record the correct pronunciation of your name</li> </ul>
<p><b>Page 10:</b> 13. Contracts</p>	<p><b>Declarations and Digitally Sign Contracts</b>  Important to read the Declaration and all Contract Documents  Enter Parent or Legal Guardian Signatory and relationship to student  Enter Student signatory details  Click <b>Sign Contracts</b>  <b>Please wait while all Contract documents are digitally signed</b></p> <p><b>Important:</b> Click <b>Submit Application</b></p> <p>Email confirmations will be sent with summary and contracts</p>